

WEEKLY REPORT FOR SUPPLY GROUP FOR PERIOD
ENDING 6 SEPTEMBER 1988

I. Status of Tasks Assigned by Senior Management:

None.

II. Major Events That Have Occurred During the Preceding Week:

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B. A new record was set for the month of August in the Inventory Control System (ICS) for the number of line items updated with procurement information, excluding Interdepartmental Support Branch (IDSB) procurement actions. Approximately 10,500 line items were updated, compared with 8,300 in August 1987--a 26.5 percent increase. Additionally, approximately 1,500 contracts/purchases orders transited the Data Management Branch, Requirements Division, Supply Group during the month of August. ()

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S E C R E T

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 D. On 1 September 1988, the Material Support Branch, Requirements Division, received 11 requisitions, totalling \$3,733,073, from the Office of Technical Service (OTS) with a request that they be processed on a priority basis due to year-end contracting and budgetary deadlines. The requisitions identified 27 line items that OTS wished to purchase and place into OTS Allocation 61. Catalog Action Requests (CAR's) for each line item were attached to the requisitions. The CAR's were completed, and 27 new stock numbers were established within the Inventory Control System (ICS) for Allocation 61 by mid-morning, 2 September. Editing and data entry processing of the requisitions was completed by noon Friday, 2 September.

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E. During the period 29 August-2 September, the Material Support Branch, Requirements Division, Supply Group returned 25 requisitions to the customer to obtain a waiver certification prior to processing. During the same period, 31 requisitions were returned to the Branch for processing upon obtaining a waiver to exceed procurement deadlines. One hundred twenty-five requisitions arrived at the Branch with a waiver attached, and the total number of requisitions processed through the Branch (requiring waiver or not) was 982, which represented 2,632 line items.

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F. The Support Division, Supply Group, conducted a property accountability tutorial for three students on 7 September 1988.

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G. The C/LOGS/SWCD/GSG/OSO met with the Supply Group Training Officer on 30 August to discuss training requirements for all members of his component.

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H. A videotape of the Federal Women's Symposium recently held in the Headquarters auditorium will be shown to members of the Supply Group (SG) from 9-11 a.m. on 8 and 9 September in the SG conference room and at 1330 hours on 8 September at the

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I. The Supply Group has 13 students enrolled in the University of Virginia off-campus program at Headquarters for the fall semester of 1988.

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